

SPONSORSHIP CHECKLIST

FOR SUBMITTING ACTIVITY PROPOSALS

All CE activity proposals must be submitted to the IHS Clinical Support Center, Office of Continuing Education, at least 30 calendar days before the activity, if at all possible.

The minute you think of a CE activity, give us a call or send an e-mail notice. We will guide you through the sponsorship process, and your notification will alert us of your upcoming event. Please remember that we cannot award CE hours after the fact.

- ☐ Notify CSC regarding a new activity
- ☐ Form a planning committee representative of the target disciplines

For new activities, the following items must be completed and submitted prior to the start of the activity:

- ☐ Activity Proposal Form
- ☐ Needs Assessment
- ☐ Agenda
- ☐ Learning Objectives
- ☐ Copy of Speaker Letter
- ☐ Speaker/Presenter Background Information
- ☐ Signed, Completed Disclosure Forms for all speakers/presenters
- ☐ Evaluation Tool(s)
- ☐ Draft Publicity/Marketing materials with correct sponsorship and credit statements
- ☐ Faculty List, showing disclosure

After the CE activity is over, the following items are needed before CE certificates are processed:

- ☐ Narrative Evaluation Summary
- ☐ Typed Attendance List

Incomplete proposals delay the process for sponsorship and/or awarding of certificates. Use this checklist to help with submitting the correct documents. At any time, please feel free to call our office to follow up as needed. Our telephone number is (602) 364-7777, or e-mail Ms. Sandra Moore at sandra.moore@ihs.gov.